

## **Meeting Minutes**

<http://set.lanl.gov/spac/>

**(TA-00, Canyon Complex, Room #168)**

**Date: 11/5/02**

### **Members Present:**

Jerry Foropoulos, NMT-DO  
David Hobart (Chair), C-AAC  
Bill Robertson, IM-2  
Tracy Ruscetti, B-2  
Deborah Smith, RRES-AT  
Lonnie Theye (Vice-Chair), NMT-DO  
Sheila Wasfey, HSR-7

### **Student Representatives Organization**

Shauna Kackley, (Webmaster of SA) RRES-SA

### **LANL Representatives**

Danny Valdez, DV  
Margaret Marshall, OEO  
Kurt Steinhaus, STB-EPO  
Carole Rutten, STB-EPO  
Kari Lier, STB-EPO  
Barbara Pacheco, HR

The meeting was called to order by Dave H., at 9:34 am.

### **Minutes**

Not read.

### **SPAC Chair Nominations:**

Time for SPAC Chair nominations since Dave will have finished his term in December, 2002. We need 2 vice chairs also. Dave is willing to serve as one of the vice chairs. Perhaps he can serve as past chair for a year to help the new chair. We will need more SPAC members before next summer.

### **Student Posters:**

Kurt showed SPAC the new communication posters for GRA, UGS, and the Student Postings. LANL has already had 2 college co-op students apply online through the Student Postings with one position filled.

### **Student Association:**

The Student Association hasn't been able to get together so there is no update. The memo for holiday party is finished and STB will send it out. The party will be held at UNM and the room can hold 250 people. SA will need food and toiletries.

The Lab's external web page for students is being updated but it is not ready for review.

**Rob Kelsey's white paper:**

A letter of endorsement will be written by SPAC with possibly a set of ideas and/or options for upper management to consider. Referencing the Lab's policy regarding Security, Safety, ergonomic, and pipeline issues should be addressed. A question was raised regarding how these guidelines are enforced. Perhaps adding a student focus to the management walkaround/nested safety committees would be a good idea. SPAC would like to prepare a presentation for John Browne to give at the all-managers' meeting on these problems with possible solutions and what he expects managers to do.

Another suggestion was made that perhaps LANL shouldn't hire students if there isn't adequate space for them. The workplan doesn't address space issues.

Need a subcommittee for student space issues. Lonnie will be chair and Kurt, Dave, Barbara, Danny, and Deborah will be members. Lonnie will ask Rob Kelsey to be on this subcommittee.

**Mentor Net:**

Mentor Net was brought up by Deborah Smith. It is another form of mentoring whereby the mentor and assigned student communicate via email. Deborah said more mentors are needed. She will send out an email with more information.

**Exception:**

Exception outcome from last meeting was discussed. The Division's HR Generalist is the check and balance for extending the student's term.

Meeting closed at 9:30 am.

Respectfully submitted,  
Sheila Wasfey, Historian Team

**Current and Outstanding Action Items**

**From 1/17/02 Meeting:**

Need to select a vice-chair of sub-committees – Dave H.

**From 1/31/02 Meeting:**

Post archived meeting minutes on the SPAC web page - Sheila W.

**From 3/14/02 Meeting:**

Send out URL for full UC Boulder Study. - Carole R.

**From 4/25/02 Meeting:**

What is SPAC's influence over LANL Management policy when it pertains to students?  
– Historian Team

**From 5/9/02 Meeting:**

Kurt will send a memo to Barb Stine requesting L-clearance slots for students for next year.

Sheila will look into the process of how students training plans are developed.

Dave will contact Kurt about the progress on the workplans.

Dave will ask Kurt if Allen Hartford would like to share any comments with SPAC about the Housing and Transportation report. **Allen would like to speak with SPAC at a later date.**

Josh Smith is back with C division so Dave H. will ask him to take a SPAC group picture. **DONE**

**From 5/23/02 Meeting:**

Bill will post the LIM presentation the SPAC website once Dave H. sends it to him.

Tracy R. would like to invite Annette Carroll from B Division to present an idea of how to get funding for STB's distinguished student project. The best time for SPAC to hear this presentation would be after the student picnic activities are completed.

**From 6/6/02 Meeting:**

Dave H. will contact STB (aka Mindy M.) to track down the 5 exceptions that have been discussed by SPAC at the 5/29/02 meeting but not signed by SPAC.

Kurt S. and Dave H. will meet with **Lady X** about the RFP for new student dorms and what role the housing office will or will not play.

A memo concerning the mentor awards is due to Allen Hartford by June 10 to get the ball rolling before the Student Symposium.

**From 6/20/02 Meeting:**

**No meeting?**

**From 6/27/02 Meeting:**

SPAC or SA should create a fact sheet/survival guide to be included with the offer letter to the student.

Look into DOE area office building possibly becoming a dorm.

Student Issues: How to communicate to students who their liaison is. Also, there seems to be a large percentage of students possibly not being mentored by their assigned mentor, but instead, by someone else. These other “mentors” may not be aware of mentor training, the student workplan, the mentor mailing list, etc. Do we have a mentor-student disconnect occurring that we are unaware of?

**From 7/25/02 Meeting:**

TBD

**From 8/15/02 Meeting:**

TBD

**From 8/29/02 Meeting:**

TBD

**From 9/10/02 Meeting:**

TBD

**From 9/24/02 Meeting:**

TBD

**From 10/8/02 Meeting:**

Keep up with X-Div' student white paper.

Help with SA's holiday party.

Bill needs the descriptions of the subcommittees for the web.

**From 10/22/02 Meeting:**

TBD

**From 11/5/02 Meeting:**

Need nominations for SPAC Chair and 2 Vice Chairs.

Subcommittee formed in support of Rob Kelsey's White Paper.